

CONTRACT FILES

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 6

1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-95-D-2966				2. DELIVERY ORDER/ CALL NO. 0022		3. DATE OF ORDER/CALL (YYYYMMDD) 99JUN15		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-C9			
ASC/CDS USAF/AFMC ASC/CDS BLDG 16, AREA B 2275 D. STREET WRIGHT PATTERSON AFB OH 45433-7233 2LT STEPHEN J. SMITH 937 255 7003 X4647 STEPHEN.SMITH@ASCCD.WPAFB.AF.MIL				CODE FA8622 7. ADMINISTERED BY (If Other than 6) DCMC BALTIMORE 217 EAST REDWOOD STREET SUITE 1800 BALTIMORE MD 21202-5299 SCD: C PAS: (NONE)		CODE S2101A 10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)					
9. CONTRACTOR CODE 5R191 MANAGEMENT CONSULTING & RESEARCH NAME AND ADDRESS 1505 FARM CREDIT DR, SUITE 850 MC LEAN VA 22102				FACILITY 11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED WOMEN-OWNED		12. DISCOUNT ITEMS N		13. MAIL INVOICES TO ADDRESS IN BLOCK SEE BLOCK 15 (PAYMENT OFFICE)					
14. SHIP TO CODE SEE SCHEDULE				15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS-CO/SOUTH ENTITLEMENT OPER P O BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.							
16. DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. TYPE OF ORDER PURCHASE Reference your furnish the following on items specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD) If this box is marked, supplier must sign Acceptance and return the following number of copies.													
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SECTION G													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT	
*If quantity accepted by the Government is same as Quantity ordered, indicate by X. If different, enter actual Quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA BY: LYTUS JORDAN		25. TOTAL \$111,163.45		29. DIFFERENCES			
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS			
DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						32. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER										34. CHECK NUMBER			
										35. BILL OF LADING			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.			

MAILING DATE
JUN 17 1999

1. In accordance with the provisions of the basic contract F33657-95-D-2966, Special Contract Requirement H-013 "Orders" and this delivery order 0022, the contractor shall provide effort in accordance with the attached Statement of Work(SOW) entitled, "SPECIAL OPERATIONS FORCES PROGRAM OFFICE SCHEDULE MANAGEMENT AND ANALYSIS SUPPORT FOR THE TSSAM LITIGATION SUPPORT MISSION" as specified below at a ceiling amount of \$111,163.45.

2. SECTION B: The Supplies/ Services Schedules are set forth on pages 3-4 hereto.

3. SECTION G: Appropriation and Accounting Classification data is set forth on page 5 hereto.

4. SECTION H

In accordance with AFMC FAR Sup 5352.245-9000 Base Support(July 1992), base support will be provided by ASC/LUA, Bldg 16 Rms 0100,0101, and 025. Access to phones, copiers, facsimile machines, computer resources, and generic office supplies will be provided.

5. SECTION I

Contract Line Item Number(CLIN) 0005 is completely funded and subject to the provisions clause FAR 52.232-20 "LIMITATION OF COST".

6. SECTION J: List of Attachments is set forth on page 6 hereto(NOTE: DD 254 Contract Security Classification Specification, dated 11 May 1999 is attached hereto and made a part hereof).

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
0001			\$102,748.45

SPECIALIZED COMPTROLLER FUNCTIONAL SUPPORT

acrn: AA
security: U
contract type: Y - TIME AND MATERIALS
completion date: 14 JUN 2000
descriptive data:

a. The Contractor shall provide Comptroller Support in accordance with the Statement of Work(SOW), dated 99 May 10, Section J Atch 1.

b. Listed below are the negotiated labor categories and corresponding labor hours for each category:

YEAR 4

CONTRACTOR	LABOR CATEGORY	ESTIMATED HOURS
PRIME(OFF-SITE)	Senior Analyst(PL)	4
PRIME(OFF-SITE)	Data Technician	4
PRIME(ON-SITE)	Senior Analyst	584
SUBTOTAL		592

YEAR 5

CONTRACTOR	LABOR CATEGORY	ESTIMATED HOURS
PRIME(OFF-SITE)	Senior Analyst(PL)	8
PRIME(OFF-SITE)	Data Technician	9
PRIME(ON-SITE)	Senior Analyst	1,328
SUBTOTAL		1,345

TOTAL	1,937
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0002

NSP

DATA- EXHIBIT A

acrn: U
security: U
DD1423 is Exhibit: A
contract type: Y - TIME AND MATERIALS
completion date: 14 JUN 2000
descriptive data:

Submit data in accordance with Section J Exhibit A, Contract Data Requirements List (DD Form 1423) dated 99 MAY 12.

ITEM	SUPPLIES OR SERVICES	Qty	Unit Price
		Purch Unit	Total Item Amount
0005	TRAVEL AND COMPUTER SERVICES		\$8,415.00

acrn: AA
security: U
contract type: S - COST REIMBURSEMENT
completion date: 14 JUN 2000
descriptive data:
Travel and Computer Services in support of CLIN 0001 above.

ACRN	Appropriation/Lmt Subhead/Supplemental Accounting Data							Obligation Amount
AA								\$111,163.45
	57	93400	309	4720	340000	040000	592IA 72806F 503000 F03000	
	funding breakdown:		On Clin 0001:					\$102,748.45
			On Clin 0005:					\$8,415.00
	pr/mipr:		GVJFA997200023					\$111,163.45

DOCUMENT	PGS	DATE	TITLE
ATTACHMENT 1	4	10 MAY 1999	Statement of Work entitled, "SPECIAL OPERATIONS FORCES PROGRAM OFFICE SCHEDULE MANAGEMENT AND ANALYSIS SUPPORT FOR THE TSSAM LITIGATION SUPPORT MISSION"
ATTACHMENT 2	8	11 MAY 1999	DD 254 CONTRACT SECURITY SPECIFICATION CLASSIFICATION
EXHIBIT A	1	12 MAY 1999	CONTRACT DATA REQUIREMENT LIST(CDRL)

STATEMENT OF WORK
FOR THE
SPECIAL OPERATIONS FORCES
PROGRAM OFFICE
SCHEDULE MANAGEMENT AND ANALYSIS
SUPPORT
FOR THE TSSAM LITIGATION SUPPORT MISSION

REQUESTING OFFICE: ASC/LUA

DATE SUPPORT REQUIRED: 15 *June* 1999

1. Objective

The objective of this delivery order is to provide specialized cost/schedule research support and assistance to the Special Operations Forces Program Office's Tri-Service Standoff Attack Missile (TSSAM) Litigation Support Office, ASC/LUA. The program managers within TSSAM will use the support to enhance their ability to perform critical tasks and effectively manage the litigation with The Northrop Grumman Military Aircraft Division (NGMAD) and the Department of Justice (DoJ).

2. Scope

The contractor shall provide cost/schedule research support assistance to TSSAM for all areas of schedule analysis, schedule creation and management. The contractor shall supply support for schedule networking for sustainment of litigation support activities for the Air Force. The contractor shall be required to develop, analyze and maintain a master integrated program schedule for TSSAM litigation.

3. Detailed Requirements

The contractor shall perform, but not be limited to, the following types of activities: identify TSSAM analysis of schedules; preparation of presentation materials; and other tasks and activities as listed under section 3.1

3.1 Schedule and Financial Management Support

The contractor shall provide qualified personnel to give integration, communication, coordination, organization, and planning expertise to the acquisition as outlined in the following paragraphs.

3.1.1 Reviews

The contractor shall support, plan for, coordinate, and participate in integration program reviews such as, but not limited to, the following types: executive reviews, readiness reviews, technical reviews, design reviews, requirements reviews, working groups, management reviews, etc.

3.1.2 Studies and Analyses

Conduct studies and analyses for the identification and resolution of program problems or issues and to support and assist in the development of program documentation such as support plans, Integrated Master Schedules, and other program plans, strategies, schedules, or agreements necessary for efficient program management.

3.1.4 Schedule Networking, and Schedule Assessments

The contractor shall assist in milestone planning, tracking, and schedule assessment. Assistance shall include the development and maintenance of specific task or project-

oriented schedule program reviews and assessments, as determined by the program managers/integrated product teams. The contractor shall update, analyze, and maintain the TSSAM Program Master Schedule, which tracks the progress of the various ongoing litigation support activities. Schedule networking efforts will address the following areas: network statusing, generation of network graphics, and assignment of realistic duration and relationships to network elements. The contractor may be required to research, analyze and document the history of Monte Carlo based risk assessments that were performed during the Engineering, Management, and Development (EMD) phase of TSSAM in support of litigation activities. In addition, the contractor shall collect, analyze, and document history pertaining to allegations in claim that the government negatively impacted the plaintiff's program schedule. Also, analyze and answer to the scheduling on the Delay and Disruption Complaint.

3.1.5 Metrics

Assist in developing, tracking, analyzing, and maintaining schedules.

3.1.6 Program Briefings

Support program briefings and reports by gathering information, preparing charts, and other support as required.

4. GENERAL AND SPECIAL REQUIREMENTS

4.1 Data

The contractor shall provide overall status reviews to ASC/CDS every quarter. These reviews shall identify all ongoing task orders with associated schedules and expenditures todate, describe planned actions, and describe difficulties encountered in performing work. (CDRL A001)

4.2 Work Locations and Work Days

Work in support of this delivery order shall be performed primarily at the TSSAM office, Area B, 2275 D Street, Bldg 16, Rooms 0101 and 025, WPAFB, OH or other Area B WPAFB site to be determined. Some travel by contractor personnel may be required to support reviews, conferences, and meetings. Contractors shall observe the same holidays as the Federal Government.

4.3 Non-Disclosure Agreements

Non-disclosure agreements shall be accomplished by the contractor prior to access to litigation sensitive or proprietary data, information, or documents. Contractor involvement on source selection activities shall be in a non-decision making role only.

4.4 Technical Integration: Contractor shall work under the functional guidance/task integration of the contractor designated in writing by ASC/LU as the Contract Issues Resolution Team (CIRT) Technical Coordinator.

4.5 Security Clearance Requirements

TSSAM is a special access program. Documents within the Program Office and NGMAD are for the large part classified in accordance with Special Access procedures. Contractor personnel shall possess a Secret/SAR security clearance updated within the last five years in order to have access to this data. The contractor shall strictly comply with all applicable security regulations in performance of his duties including proper marking of any material he produces. Contractor personnel shall perform security activities in accordance with the contract #F33657-95-D-2966 security agreement paragraph (1.i), 2 July 1998.

5. APPROVAL OF PURCHASES: Not applicable

<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>1. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED</div> <div>SECRET</div> <div>b. LEVEL OF SAFEGUARDING REQUIRED</div> <div>N/A</div>			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)			
<div>X</div> <div>a. PRIME CONTRACT NUMBER</div> <div>F33657-95-D-2966/00022 Exp 30 Jun 00</div>		<div>X</div> <div>a. ORIGINAL (Complete date in all cases)</div> <div></div>		<div>Date (YYMMDD)</div> <div>99 05 11</div>			
<div>b. SUBCONTRACT NUMBER</div> <div></div>		<div>b. REVISED (Supersedes all previous specs)</div> <div></div>		<div>Revision No.</div> <div></div>			
<div>c. SOLICITATION OR OTHER NUMBER</div> <div></div>		<div>DUE Date (YYMMDD)</div> <div></div>		<div>c. FINAL (Complete Item 5 in all cases)</div> <div></div>			
<div>4. IS THIS A FOLLOW-ON CONTRACT?</div> <div><div>X</div> YES <div></div> NO. If Yes, complete the following:</div> <div>Classified material received or generated under F33657-95-D-2966-00014 (Preceding Contract Number) is transferred to this follow-on contract</div>							
<div>5. IS THIS A FINAL DD FORM 254?</div> <div><div></div> YES <div>X</div> NO. If Yes, complete the following:</div> <div>In response to the contractor's requested dated , retention of the identified classified material is authorized for the period of</div>							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>MCR FEDERAL, INC. 5200 Springfield Pike, Suite 212 Dayton, OH 45431</div>		<div>b. CAGE CODE</div> <div>49922</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>Defense Security Service 610 South Canal Street Chicago IL 60607-4599</div>			
7. SUBCONTRACTOR							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
8. ACTUAL PERFORMANCE							
<div>a. LOCATION</div> <div>N/A</div>		<div>b. CAGE CODE</div> <div>N/A</div>		<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>N/A</div>			
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT							
This action is to secure A&AS schedule management and analysis support for the Tri-Service Stand-Off Attack Missile (TSSAM).							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:				11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:			
<div>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</div> <div><div></div> YES <div>X</div> NO</div>				<div>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</div> <div><div>X</div> YES <div></div> NO</div>			
<div>b. RESTRICTED DATA</div> <div><div></div> YES <div>X</div> NO</div>				<div>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</div> <div><div></div> YES <div>X</div> NO</div>			
<div>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</div> <div><div></div> YES <div>X</div> NO</div>				<div>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</div> <div><div></div> YES <div>X</div> NO</div>			
<div>d. FORMERLY RESTRICTED DATA</div> <div><div></div> YES <div>X</div> NO</div>				<div>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</div> <div><div></div> YES <div>X</div> NO</div>			
<div>e. INTELLIGENCE INFORMATION</div> <div><div></div> YES <div>X</div> NO</div>				<div>e. PERFORM SERVICES ONLY</div> <div><div></div> YES <div>X</div> NO</div>			
<div>(1) Sensitive Compartmented Information (SCI)</div> <div><div></div> YES <div>X</div> NO</div>				<div>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</div> <div><div></div> YES <div>X</div> NO</div>			
<div>(2) Non-SCI</div> <div><div>X</div> YES <div></div> NO</div>				<div>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</div> <div><div></div> YES <div>X</div> NO</div>			
<div>f. SPECIAL ACCESS INFORMATION</div> <div><div>X</div> YES <div></div> NO</div>				<div>h. REQUIRE A COMSEC ACCOUNT</div> <div><div></div> YES <div></div> NO</div>			
<div>g. NATO INFORMATION</div> <div><div></div> YES <div>X</div> NO</div>				<div>i. HAVE TEMPEST REQUIREMENTS</div> <div><div>X</div> YES <div></div> NO</div>			
<div>h. FOREIGN GOVERNMENT INFORMATION</div> <div><div>X</div> YES <div></div> NO</div>				<div>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</div> <div><div></div> YES <div>X</div> NO</div>			
<div>i. LIMITED DISSEMINATION INFORMATION</div> <div><div></div> YES <div>X</div> NO</div>				<div>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</div> <div><div></div> YES <div>X</div> NO</div>			
<div>j. FOR OFFICIAL USE ONLY INFORMATION</div> <div><div>X</div> YES <div></div> NO</div>				<div>l. OTHER (Specify)</div> <div>Notification of Government Security Activity Required</div>			
<div>k. OTHER (Specify)</div> <div></div>				<div>See addendum</div> <div><div>X</div> YES <div></div> NO</div>			

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (Specify):

ASC/PA, 1865 4th Street, Suite 15, WPAFB, OH 45433-7129. All request for public for public release of information shall go through ASC/PA TO ASC/LUA.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete

- a. Ref Blk 10e(2) & 10h: General Intelligence Material/Foreign Disclosure applies. See addendum.
- b. Ref Blk 10f: Special Access Program (SAP) requirements apply. See contract clause for details.
- c. Ref Blk 10j: FOUO applies. See addendum.
- d. Ref Blk 11a: Releasing contractor or Government activity will furnish complete classification guidance for the service to be performed. Contractor performance is limited to ASC/LUA. Bldg 16, Area B, Rooms 0101 and 0025 WPAFB, OH 45433.
- e. Ref Blk 11i: EMSEC requirements apply. See addendum. EMSEC requirements are incumbent on the government.
- f. Ref Blk 11L: The Notification of Government Security Activity and Visitor Group Security Agreement clause applies. See contract clause for further details.
- g. Security Requirements and guidance are established by the National Industrial Security Operating Manual (NISPOM), January 199, the NISPOM Supplement, (NISPOMSUP), December, 1994, and the DOD Overprint to the NISPOMSUP, January 1998 and the TSSAM Program Security Directive and Security Classification guide, 7 November 1994. Violations of these directives may result in the suspension or removal of access which may be grounds for contract default.
- h. FAE: John Kaufhold, ASC/LUA, (937)255-0088, 2275 D Street, Bldg 16 Area B Room 0101, WPAFB, OH 45433-7283
- i. FAC: Marjorie Radford, ASC/CDSY, (937)255-1783 ext 4658, 2275 D Street, Suite 21, WPAFB, OH 45433-7283

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify ☒ Yes ☐ No the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

Ref Blk 10f: Special Access Requirement/Procedures apply. SAF/AQ-OLA, WPAFB OH will maintain overall security cognizance for all program information and materials.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific ☒ Yes ☐ No areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

Ref Blk 11L: Contractor performance will occur at the TSSAM facility, Bldg 16, Room's 0101 and 0025, 2275 D Street, WPAFB OH 45433. DSS is relieved of all inspection responsibilities for the contractor performance on the installation. SAF/AQ-OLA will maintain security oversight.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

LYTUS JORDAN

b. TITLE

CONTRACTING OFFICER

c. TELEPHONE (Include Area Code)

(937)-255-7003 ext 4652

d. ADDRESS (Include Zip Code)

ASC/CDS
2275 D. Street, Suite 21
WPAFB, OH 45433-7283

e. SIGNATURE



ASC/SYS
COORDINATION
PC-ONLY

17. REQUIRED DISTRIBUTION

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR |
| <input type="checkbox"/> | b. SUBCONTRACTOR |
| <input type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR |
| <input type="checkbox"/> | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input checked="" type="checkbox"/> | e. ADMINISTRATION CONTRACTING OFFICER |
| <input checked="" type="checkbox"/> | f. OTHERS AS NECESSARY |

DD Form 254, DEC 90 (REVERSE) (EF-V1) (Per FORM PRO)

ASC/SYSPC (Security Office)
1801 TENTH ST ROOM 103
WPAFB OH 45433-7625

GENERAL INTELLIGENCE MATERIAL/FOREIGN DISCLOSURE

1. **Special Requirements for General and Foreign Intelligence Material.** In addition to the requirements and controls for classified material, the Director, Central Intelligence, sets up additional requirements and controls for intelligence in the possession of contractors. The contractor must:

a. Maintain control of all intelligence materials released in his or her custody in accordance with DOD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), January 1995, paragraphs 5-200, 201 and 202 for control. Contractors agree that all intelligence material released, all reproductions and other material generated (including reproductions) are the property of the US Government.

b. Maintain control of all reproduced intelligence data in the same manner as the original.

c. Destroy intelligence materials in accordance with approved methods identified in the NISPOM.

d. Restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organization is prohibited unless authorized in writing by the Contracting Officer's Representative (COR) with prior approval of ASC/NAIC/POA.

e. Not release intelligence data to foreign nationals or immigrant aliens, regardless of their security clearance or contract status, without advance written permission from the COR, Foreign Disclosure Policy Office (ASC/SYSR), and ASC/NAIC/POA.

f. Ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material.

2. **Returning Intelligence to the Air Force.** Contractors must return intelligence data to the COR at the termination or completion of a contract unless the COR has provided written approval for the contractor to retain for an additional two years. If retention is required beyond the two year period, the contractor must again request and receive written retention authority from the COR. If the COR grants retention authority, he or she must provide a copy of the written approval to ASC/NAIC/POA.

3. **Release of Classified and Unclassified Information to Foreign Government and Their Representatives.** Any military activity or defense contractor receiving a request from a foreign government or a representative thereof, for intelligence data about this program, shall forward the request to ASC/SYSR and ASC/NAIC/POA. Information released under Foreign Military Sales (FMS) must comply with the specific USAF disclosure guidance issued for the specific FMS customer.

ADDENDUM TO DD FORM 254

08 February 1999

USE OF SPECIAL INTELLIGENCE MARKINGS

1. Authorized Control Markings of Intelligence Information

- a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)".

This marking may be used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of the further use of intelligence beyond the original dissemination. This control marking may not be used when access to the intelligence information will reasonably be protected by use of its classification marking (i.e. Confidential, Secret, Top Secret), or by use of any other control marking specified herein.

- b. "Not Releasable to Foreign Nationals (NOFORN)"

This control marking is used to identify classified intelligence material that may not be released in any form to foreign governments, foreign nationals, or non-US citizens without permission of the US Government originator, and then only when released in compliance with the National Disclosure Policy.

- c. "Authorized for Release to (Name of country(ies)/international organization"

This marking is used to identify classified intelligence material that the US Government Originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.

2. Procedures Governing Use of Control Markings

a. Any recipient desiring to use intelligence in a manner contrary to the restrictions established by the control markings set forth above, shall obtain the advanced permission of the originating agency. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originator will ensure that prompt consideration is given to recipients' requests, with particular attention to reviewing and editing if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control markings also shall be indicated by parenthetical use of the markings abbreviations at the beginning or end of the appropriate portions. If the control markings apply to several or all portions, the document may be marked with a statement to this effect rather than marking each portion individually.

c. The control markings in paragraph one (1) shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other markings specified by EO 12958 and its implementing ISOO Directive. The markings shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

Current Guidance
Implementation of DCID 1/7, 30 June 1998

EMISSION SECURITY (EMSEC) REQUIREMENTS
(FORMERLY TEMPEST REQUIREMENTS)

EMISSIONS SECURITY ASSESSMENT REQUEST (ESAR)

FOR ALL CLASSIFIED SYSTEMS

1. The contractor shall ensure that compromising emanations (EMSEC) conditions related to this contract are minimized.
 2. The contractor shall provide countermeasure assessment data to the Contracting Officer (CO), in the form of an ESAR. The ESAR shall provide only specific responses to the data required in paragraph 3 below. The contractor's standard security plan shall NOT be used as a "stand-alone" ESAR response. The contractor shall NOT submit a detailed facility analysis/assessment. The ESAR information will be used to complete an EMSEC Countermeasures Assessment Review of the contractor's facility to be performed by the government EMSEC authority using current Air Force EMSEC directives. EMSEC is applied on a case-by-case basis and further information may be required to complete the review. The contractor shall provide this information to the CO when requested. After the evaluation of the ESAR by the government EMSEC authority, additional EMSEC requirements may be necessary. When changes to the information required in paragraph 3 below occurs (including, but not limited to, relocation, additions, or deletions of equipment from the original approved room), the contractors shall notify the CO of these changes. Upon request, the contractor shall submit to the CO a new ESAR, identifying the new configuration at least 30 days before the change occurs. The contractor shall NOT commence processing with the new configuration until receiving, as a minimum, interim approval from the CO.
 3. *ESAR contents shall include, as a minimum, the following information:
 - a. The specific classification and special categories of material to be processed/handled by electronic means. Include percentage of each classification level used including unclassified (i.e., 5% Top Secret, 10% Secret/SAR, 25% Secret, 60% Unclassified).
 - b. The specific location (complete address, building/room number, or office) where classified processing will be performed. Include identification of any other contractor/company located within 200 meters of the facility.
 - c. Attach a copy of the Defense Investigative Service (DIS) Form 147 to validate physical security and approved storage level of the facility.
 - d. Provide the name, title, and telephone number (commercial and/or DSN) of a point of contact at the facility where processing will occur.
 4. The prime contractor shall ensure that all subcontractors and/or vendors comply with EMSEC requirements when performing classified processing related to this contract. The subcontractor will provide the above documentation through their prime to the CO to complete the ESAR.
- *NOTE: A copy of your Automated Information System Security Plan(s) (AISSP) will suffice.

EMISSION SECURITY (EMSEC) REQUIREMENTS
(FORMERLY TEMPEST REQUIREMENTS)

EMISSIONS SECURITY ASSESSMENT REQUEST (ESAR)

FOR TOP SECRET SYSTEMS

1. In addition to the information required for all classified systems, the following will be required for Top Secret processing:

a. Identify the radius (in meters) of the physical control space available around the system, equipment, or facility. Describe the barriers, doors, fences, walls, etc that define the area. Describe the control exercised over the area during duty and nonduty hours. Describe other factors which contribute to control (i.e., visitor procedures, escort requirements, searches of personnel and/or vehicles, etc).

b. Identify the type and location (relative to the classified system) of any unfiltered/telephone or communication lines, shielded or unshielded twisted pair cables or fiber, underground or unfiltered power lines, conduit, heating and air conditioning ducts, water pipes, etc, that transgress the established controlled area.

c. Describe the building in which the classified system(s) is housed, i.e., concrete block outer walls, 2" X 4" and single ply gypsum board inner walls, true floor to true ceiling walls, metallic (steel) or solid wood doors, windows (if there are windows, describe the type of coverings on them), etc.

d. Diagrams and/or drawings would be extremely helpful.

2. Additional information may be requested upon review of the documentation provided.

ADDENDUM TO DD FORM 254
23 March 1998

FOR OFFICIAL USE ONLY (FOUO)

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.
2. **MARKING:**
 - a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).
 - b. In a classified document, mark:
 - (1) An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.
 - (2) The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.
 - (3) "FOUO" at the bottom of each page that has FOUO information but is not classified..
 - (4) If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: **"NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release."**
 - c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.
 - d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.
 - e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.
3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.
4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other commercial teletype lines without encryption.
5. **RELEASE:** FOUO information may be released only to DoD components, officials of DoD component, and other DoD contractors when needed to conduct official DoD business.
6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method which will preclude its disclosure to unauthorized individuals.

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY

1. Thirty days **before** the date Contractor operations will begin on Wright-Patterson AFB OH, the Contractor shall provide ASC/SYSPC, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

- a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;
- b. The contract number and military contracting command;
- c. The highest classification category of defense information to which Contractor employees will have access;
- d. The date Contractor operations will begin on WPAFB OH;
- e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in **addition** to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						m Approved OMB No. 0704-0188			
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____					
D. SYSTEM/ITEM Specialized Compt., Func. Support		E. CONTRACT/PR NO. F33657-95-D-2966/0022			F. CONTRACTOR Management Consultants Research, (MCR)				
1. DATA ITEM NO. A0001	2. TITLE OF DATA ITEM Contractor's Progress Status Report				3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) DI-MGDT-80227			5. CONTRACT REFERENCE SOW Para 4.1			6. REQUIRING OFFICE ASC/LUA			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Mthly	12. DATE OF FIRST SUBMISSION 45 Days ARO		14. DISTRIBUTION				
8. APP CODE N		11. AS OF DATE See BLK 16	13. DATE OF SUBSEQUENT SUBMISSION See BLK 16		a. ADDRESSEE		b. COPIES		
16. REMARKS First report shall be delivered 45 days after contract award, and every 30 days thereafter.							Draft	Final	
							Reg	Repro	
					ASC/LUA		0	1	0
					ASC/CDSY		0	1	0
15. TOTAL					0		2	0	
G. PREPARED BY Raymond M. Crowe, Maj, USAF		H. DATE 5 MAY 99		I. APPROVED BY Charles R. Hanson, LTC, USMC		J. DATE 13 MAY 1999			

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE